
Judicial District of Ansonia/Milford
SUPERIOR COURT

Family Short Calendar

Hon. John Turner (P.J.)
14 West River Street-Milford

IMPORTANT NOTICE

Counsel and pro se parties must inform the court of those matters on this calendar that are ready. This means that every motion that is ready to go forward, or ready to be taken on the papers must be marked by an appropriate method. MATTERS THAT HAVE NOT BEEN MARKED READY WILL BE DEEMED OFF AND WILL NOT BE REINSTATED ON THIS CALENDAR.

Attorneys shall mark their cases by either FAX (203-876-8640) or electronic filing on the judicial web page. Only Pro Se parties who do not have access to a FAX machine may phone in their markings (203-283-8262).

Family short calendar will commence at 9:30 a.m. on Monday of each week, unless it is a rescheduled due to a holiday.

Short calendar markings may be made from 9:00 a.m. Tuesday to 4:00 p.m. Thursday of the week preceding the family short calendar. In the event a state holiday falls on Thursday preceding the calendar, matters shall be marked from 9:00 a.m. Tuesday to 5:00 p.m. Wednesday. If a state holiday falls on Friday preceding the calendar, matters shall be marked from 9:00 a.m. Tuesday to 11:00 a.m. Thursday.

(Notice Continued on Last Column)

TABLE OF CONTENTS

NOTICE (continued from Column 1)

Upon release of the Short Calendar Markings Entry transaction on the Judicial Branch website, markings may be submitted electronically based upon time periods except that the periods will commence upon system availability, generally 7:00 a.m. Tuesday.

Counsel and pro se parties may mark a matter either by fax or electronic markings on the judicial website. A standard fax form has been adopted and is available on the Judicial Branch website; a fillable version (JD-CV-85) is under development. Additionally, upon release of the Short Calendar Markings Entry transaction on the Judicial Branch website, attorneys registered with the State-wide Grievance Committee and law firms which have obtained a law firm juris number may enroll and obtain a secure password that will enable them to mark Civil Short Calendar matters electronically. The use of a fax machine or the electronic short Calendar Markings Entry transaction are encouraged as timesaving methods of transmittal.

Regardless of the method of transmittal, counsel and pro se parties are required to provide the following information when making a marking;

1. Column Number and position on the calendar;
2. Name and docket number of the case;
3. Number and title of motion;
4. Marking;
5. Full Name of the person making the marking and the firm name, if applicable; and
6. Confirmation that all counsel and pro se parties were notified of the marking.

Counsel and pro se parties shall bring the confirmation of the marking to the short calendar hearing of an arguable matter. This may be in the form of a fax and a transmittal confirmation sheet, a Short Calendar Markings Confirmation and Receipt produced upon the completion of the electronic Short Calendar Markings Entry transaction or a detailed signed statement from the person who telephoned the marking to the court.

A fax and a transmittal confirmation sheet, or a Short Calendar Markings Confirmation and Receipt produced upon completion of the electronic Short Calendar Markings Entry transaction serve as an acknowledgement of delivery. A telephone call to confirm delivery is not required. The unnecessary duplicative action of calling to verify receipt is burdensome to the clerks' offices.

Counsel and pro se parties need only to mark a matter ready. Matters that have not been so marked will automatically be deemed OFF. Counsel and pro se parties must give timely notice to each other of any marking that has been made. Failure to do so may result in sanctions being imposed by the court. If conflicting markings are made, the last one recorded from the moving party will control.

No over or continued markings will be accepted.

All agreements must be in writing and signed by all concerned.

Motions for continuance are not accepted.

There is no call of the short calendar. If there is an agreement or questions of law, fully complete the MEMO TO CLERK form and hand it to the courtroom clerk. If there is no agreement, parties must report to the Family Relations Office for discussion. All parties are then to appear in court with a fully completed memo to clerk form which is to be handed to the courtroom clerk. Agreements and Pro Bono matters will be heard first in the order received followed by contested cases.

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